

Sullivan County NH

Type of meeting: Board of Commissioners Special Meeting – DOC Jail Renovation & Community Corrections Discussion
(Postponed from February 13, 2008)
Date/Time: February 15, 2008; 8:30 AM
Place: Newport – Remington Woodhull County Complex, 14 Main Street, Newport NH – 1st Floor Commissioners' Conference Room.

Attendees: Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Greg Chanis – Interim County Manager; Sheriff Michael Prozzo (arrived later in meeting); and Sharon Johnson-Callum (minute taker).

Public attendees: Aaron Aldridge – Eagle Times Staff Reporter

8:43 The meeting was brought to order when all three Commissioners were present.

Commissioner Nelson led all in the Pledge of Allegiance.

DOC Jail Renovations and Proposed Community Corrections Center Update

Superintendent Cunningham distributed copies of a sheet [Appendix A] with the following labels: "Projects for Department of Corrections – Security and Code Upgrades FY09", "Estimated Cost of Community Corrections Center", "Staffing Plan for FY09: Salary & Benefits Cost", and Staffing Plan for FY10: Salary & Benefits Cost", and reviewed the costs. Mr. Chanis interjected detailed comments. Supt. Cunningham noted, if approved to move forward, all renovation work would be placed out to bid. For this purpose, he attained quotes using two different companies: Iron Horse and Melanson; one performed a physical visit and the other did all work via phone. He noted the figures were close to his original projections. Supt. Cunningham reminded the group of the security code findings and noted the high priority ones are included in the FY 09 budget. Security system quote includes a keyless system tied in with the back up generator, plus DVR upgrades –one vendor noted they could marry these upgrades into DOC's existing camera system. He noted the Recreation Yard quote includes upgrades to include a secure area 50' away from building. The HVAC system overhaul quote is a 100% overhaul of the system. Supt. Cunningham noted they deal constantly with mold due to the improper ventilation system, and use bleach treatments regularly. Mr. Chanis noted the building is well built structurally, but just not designed to be a jail. Supt. Cunningham noted the radiators currently used have security issues – they should be housed in secured boxes - and inmates currently have access to bend and twist them; the jail was built for 44 in 1978, and current census has doubled.

Mr. Chanis distributed a proposed time line [Appendix B], which includes both the jail upgrades and the Community Corrections facility.

Mr. Chanis noted, depending on how the Board wants to proceed, depends on how the financial cost hit each fiscal year budget. The group discussed arranging financing in July or August 2008, to postpone payments to 2009, FY '10. Financial choices include: bond vs. loan. Mr. Chanis discussed the differences and distributed a copy of an

amortization schedule [Appendix C]. Mr. Chanis noted the advantage of a loan: not required to take entire amount upfront and County saves a lot on accrued interest vs. a bond, plus there are fees associated with attaining a bond. Commissioner Jarvis recommended they check with the State on loans available. Mr. Chanis indicated, once they receive approval to proceed with the project, they will be checking on various financing options in more detail. The group debated the finance choices, deciding they should go with whichever are more advantageous. Various members of the board requested future presentations to illustrate current jail bed cost vs. less expensive cost of THU/Community Corrections Facility programming. Superintendent Cunningham confirmed he's spoken to State representatives and Congressman Hode's office regarding financial assistance. An individual has approached him from NY who would like to do an analysis, at no charge – he's just waiting for the Board and Delegates approval to proceed with the program. He noted to the Board a piece he had not touched on yet was the THU receives 10 to 12 hrs supervision, insufficient even without these projects. He also pointed out bookings in other jails are reviewed by a specific person and at Sullivan the duty is shared with other officers performing other tasks at the same time, therefore, work is double checked the next day for accuracy. Commissioner Barrette requested Supt. Cunningham to review 2007 bookings and to classify those who would be in jail vs. THU; then show how we could have handled it through the Community Corrections Facility and the days the County would have saved on cost. Supt. Cunningham confirmed his PowerPoint presentation included a slide of this data. Supt. Cunningham noted he's been contacted by NIC and lobbied to go to the AGA conference in May. Supt. Cunningham noted DOC LADC, John Gramuglia, is placing 500 hours of clinician work, and the clinician to be hired would be taking on ½ those hours, as well as medication duties. Supt. Cunningham noted they'd saved 50% cost on psychotropic medications due to weekly meetings held between Mr. Gramuglia with security supervisors regarding reevaluations of inmates. Supt. Cunningham will be attending a future Claremont City Council meeting with Sheriff Prozzo to discuss the Community Corrections Facility project.

9:38 Commissioner Nelson moved to authorize Supt. Cunningham and Mr. Chanis to move forward with the proposal to develop a community correction facility and to bring the proposal to the Executive Finance Committee and Delegation; and include the costs of the security upgrades and renovations to the recreation yard in the proposed fy09 budget. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Barrette commended Supt. Cunningham for his forward thinking and solving their corrections problems with a less expensive solution; in addition, making it a much better plan than locking people up. Commissioners Barrette and Jarvis noted they were proud of this. Commissioner Barrette noted he would be available if Supt. Cunningham needed his assistance to present to the EFC.

Transfer of Funds Request(s)

Mr. Chanis presented the Board with two requests for transfer of funds [Appendix D & E].

9:46 Commissioner Jarvis moved to approve the transfers. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

9:47 Commissioner Jarvis moved to adjourn the meeting. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ethel Jarvis".

Ethel Jarvis, Clerk
Board of Commissioners

EJ/s.j-c.

Date signed: 2-26-08

APPENDIX A

Projects for Department of Corrections - Security and Code Upgrades

FY09

Roofing w/ insulation	200,000
HVAC system overhaul	480,000
Buildings to house HVAC equipment	60,000
Heating system radiation & piping	240,000
Proper venting of bathrooms	40,000
Replacement of pneumatic controls	42,000
Sprinkler System for building	190,000
Security system (elec doors, new panels)	180,000
Recreation yards	20,000
Sewer Line Capacity Fee	20,000
Water System Upgrades	?

Also included on 10600.21096

Also included on 10600.21096

Total upgrades cost \$1,481,630

Bond or Bank Loan Request

Estimated Cost of Community Corrections Center

		1,481,630
New building at 10,400gsfz\$200/sf	4,197,712	4,247,712
Site work (allowance)	500,000	
		\$5,729,342
Total Budget Estimate	\$4,247,712	-200,000 if 2 projects kept in operating budget

Staffing Plan for FY09

Salary & Benefits Cost

4 Corrections Officer to staff THU 24/7	194,432.96
Corporal - Booking Officer	55,796.68
Part-time Secretary for Programs	16,170
Clinician	64,445.88
Total addition to salary & benefits	\$330,846

Staffing Plan for FY10

Salary & Benefits Cost

2 Corrections Officers	98,918.48
Clinician	64445.88
Total addition to salary & benefits	\$163,364

Note: At least 2 quotes were received for each project. Do we need to go to bid if approved?

APPENDIX B

[illegible]

\$5 million
10 years
4.50%

APPENDIX C

AMORTIZATION SCHEDULE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$5,000,000.00	06-01-2008	12-31-2019					

References in the shaded area are for Lender's use only and do not limit the applicability of this document to any particular loan or item.
Any item above containing "****" has been omitted due to text length limitations.

Borrower: Sullivan County

Lender: Lake Sunapee Bank, fsb
P.O. Box 29
9 Main Street
Newport, NH 03773

Disbursement Date: June 1, 2008
Interest Rate: 4.500

Repayment Schedule: Principal+Interest
Calculation Method: 365/365 U.S. Rule

Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
1	12-31-2009	356,301.37	356,301.37	0.00	5,000,000.00
2009 TOTALS:		356,301.37	356,301.37	0.00	
2	12-31-2010	225,000.00	225,000.00	0.00	5,000,000.00
3	12-31-2010	500,000.00	0.00	500,000.00	4,500,000.00
2010 TOTALS:		725,000.00	225,000.00	500,000.00	
4	12-31-2011	202,500.00	202,500.00	0.00	4,500,000.00
5	12-31-2011	500,000.00	0.00	500,000.00	4,000,000.00
2011 TOTALS:		702,500.00	202,500.00	500,000.00	
6	12-31-2012	180,493.15	180,493.15	0.00	4,000,000.00
7	12-31-2012	500,000.00	0.00	500,000.00	3,500,000.00
2012 TOTALS:		680,493.15	180,493.15	500,000.00	
8	12-31-2013	157,500.00	157,500.00	0.00	3,500,000.00
9	12-31-2013	500,000.00	0.00	500,000.00	3,000,000.00
2013 TOTALS:		657,500.00	157,500.00	500,000.00	
10	12-31-2014	135,000.00	135,000.00	0.00	3,000,000.00
11	12-31-2014	500,000.00	0.00	500,000.00	2,500,000.00
2014 TOTALS:		635,000.00	135,000.00	500,000.00	
12	12-31-2015	112,500.00	112,500.00	0.00	2,500,000.00
13	12-31-2015	500,000.00	0.00	500,000.00	2,000,000.00
2015 TOTALS:		612,500.00	112,500.00	500,000.00	
14	12-31-2016	90,246.58	90,246.58	0.00	2,000,000.00
15	12-31-2016	500,000.00	0.00	500,000.00	1,500,000.00
2016 TOTALS:		590,246.58	90,246.58	500,000.00	
16	12-31-2017	67,500.00	67,500.00	0.00	1,500,000.00
17	12-31-2017	500,000.00	0.00	500,000.00	1,000,000.00
2017 TOTALS:		567,500.00	67,500.00	500,000.00	
18	12-31-2018	45,000.00	45,000.00	0.00	1,000,000.00
19	12-31-2018	500,000.00	0.00	500,000.00	500,000.00
2018 TOTALS:		545,000.00	45,000.00	500,000.00	
20	12-31-2019	522,500.00	22,500.00	500,000.00	0.00
TOTALS:		6,594,541.10	1,594,541.10	5,000,000.00	

NOTICE: This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: County ManagerDATE: 2/15/08

	Account description	Account Number	Transfer From (Debit)	Transfer To (Credit)	Purpose of Transfer
1	Gasoline	10.403.16069	500		To reflect switch from using County owned vehicle to mileage reimbursement for personal vehicle use.
	Travel	10.403.11019		500	
2					
3					
4					
5					
6					

N/A
Dept. Head / Date

[Signature] 2/15/08
Interim County Manager / Date (when applicable)

Commissioner Chair / Date

Executive Finance Committee Chair / Date

APPENDIX E

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: Sheriff Office

DATE: 2-15-08

	Account description	Account Number	Transfer From (Debit)	Transfer To (Credit)	Purpose of Transfer
1	E.T. Buy Back	10440-10007		846.80	I made a math mistake
	Group Health Ins.	10440-11012	846.80		
2	Unemplotment	10440-11015		55.86	Rate Change
	Group Health Ins.	10440-11012	55.86		
3	Radio Maintenance	10440-19083		898.50	
	Group Health Ins.	10440-11012	898.50		
4					
5					
6					

M. Papp 2-15-08
Dept. Head / Date

Interim County Manager / Date (when applicable)

Commissioner Chair / Date

Executive Finance Committee Chair / Date